



Central Business School



W: [centraleducuniversitylondon.com](http://centraleducuniversitylondon.com)

T: +44 01908 698 849

E: [admissions@centraleduc.com](mailto:admissions@centraleduc.com)

2018 /  
2019

# CENTRAL BUSINESS SCHOOL

## The client handbook

Time efficient and cost effective procurement and supply training delivered at our development centres at the University of London, Russell Square, Welwyn Garden City, Hemel Hempstead and Milton Keynes.

# CONTENTS

- 03 Message from the Programme director
- 04 Who's who at Central Business School
- 05 CIPS course programmes
- 06 Joining the programme
- 07 Teaching, learning and assessment
- 08 Teaching timetable
- 09 Centre Learner Contract
- 10 Learner support
- 11 CIPS information
- 12 Next steps



## A MESSAGE FROM THE PROGRAMME DIRECTOR

Dear CIPS candidate,

Welcome to Central Business School! I do wish you every success with your studies and trust that you will find your investment in the course you are studying with us rewarding both financially and in terms of fulfilment

This handbook has been designed to help you find your way around what we offer. Please note that although it contains essential information regarding your studies, it is a general overview and therefore does not contain absolutely everything.

At Central we strive to provide you with the highest possible standard of tuition, support and advice so that you will achieve your professional and personal potential. Given the high calibre of our learners you will also have the opportunity to develop a strong network of colleagues and friends, new interests, and life skills.

I do hope you make good use of the available support, material and advice and enjoy your time with us.

And please if you have any questions or comments about what we are doing or if there is any way I can be of further assistance do not hesitate to get in touch with me.

It would be good to hear from you.

With Kindest Regards



**Dr David Morton**  
Programme Director  
E: [davidm@centraleduc.com](mailto:davidm@centraleduc.com)  
T: +44 7775 906 024





## WHO'S WHO AT CENTRAL BUSINESS SCHOOL

To put a face to the name and for more detailed information about our team please see the about us section of our website.

Central Business School is a CIPS Approved Study Centre with locations at the University of London, Russell Square, Hemel Hempstead, Milton Keynes and Welwyn Garden City.

Please click on the link below to find where we are - and what each of our centres looks like!

<http://www.centraleduc.com>

There are free private car parks at the Welwyn Garden , Milton Keynes and Hemel Hempstead sites.

Central Business School University of London is three minutes walk from Russell Square tube station

### Teaching Team

**Dr David Morton: Programme director**

Contact details: [davidm@centraleduc.com](mailto:davidm@centraleduc.com)

**Graham Smith (MCIPS)**

Contact details: [grahams@centraleduc.com](mailto:grahams@centraleduc.com)

**Craig Nicolson (MCIPS)**

**Vaida Maksims (MCIPS)**

**David Butler (MCIPS)**

**Murray Dilks (MCIPS)**

**Jackie Keene (MCIPS)**

**Mariam Khalil (MCIPS)**

**Course tutor**

**Course tutor**

**Course tutor**

**Course tutor**

**Course tutor**

**Course tutor**

### Office Team

**Adam Menczykowski IT Manager**

Contact details:

[support@centraleduc.com](mailto:support@centraleduc.com)

**Lynn Bartle**

Contact details:

**Office Manager**

[finance@centraleduc.com](mailto:finance@centraleduc.com)

**Becky Rodgers**

Contact details:

**Programme Manager**

[beckyr@centraleduc.com](mailto:beckyr@centraleduc.com)

**Abby Johnson**

**Admin Assistant**

Our office is at Milton Keynes Business Centre, Foxhunter Drive, Linford Wood, MK14 6GD. We are open Monday to Friday from 9.00 am to 5.30 pm.





# CIPS COURSE PROGRAMMES

## Programme Overview

Procurement and Supply courses offered by Central Business School provide Levels 2, 3, 4, 5 and 6 CIPS qualifications as set out below.

CIPS Qualification	Core skills upon completion of this qualification	Typical job titles:	Equivalent Qualification	Entry Requirements
Level 2 Certificate	Recognise and describe key transactional processes of procurement and supply.	-Administrative assistant -Purchasing assistant -Contracts administrator -Stock controller - Merchandiser	GCSE A-C	You don't need any prior experience or qualifications to start your studies at this stage
Level 3 Advanced Certificate	Capability to apply key tasks associated with procurement and supply operations.	-Administrator -Assistant buyer -Assistant contract officer -Contract analyst - Stock / inventory controller / planner	GCSE 'A' Level	You don't need any prior experience or qualifications to start your studies at this stage
Level 4 Foundation Diploma	Provision of advice and guidance to key stakeholders on the performance of organisational procedures and processes in purchasing and supply	-Buyer -Procurement / purchasing executive -Procurement specialist -Contract officer -Supply chain / inventory / logistics analyst -Supply chain / inventory / logistics planner	First year degree BTEC HNC NVQ Level 4 (UK)	The Level 4 Diploma is the highest point of entry for those without previous CIPS qualifications. Entry requirements are two 'A' levels or equivalent or two years experience in a business related environment.
Level 5 Advanced Diploma	Provision of advice and guidance to key stakeholders on the performance of organisational procedures and processes in procurement and supply	-Buyer -Procurement / purchasing executive -Procurement specialist -Contract officer -Supply chain / inventory / logistics analyst - Supply chain / inventory / logistics planner	Foundation Degree HND L5 Diploma Second Year Degree	You will need to have achieved the CIPS Diploma in procurement and supply
Level 6 Professional Diploma (MCIPS)	Ability to formulate direction and advice; change management; leading and influencing both internal and external stakeholders in procurement and supply and the management of teams and individuals.	-Strategic / senior /purchasing or procurement manager -Head of commercial -Supply chain manager -Head of logistics / transport -Operations manager	Honours Degree	You will need to have achieved the CIPS Advanced Diploma in procurement and supply

Achieving each of the CIPS Qualifications requires completion of five modules. Each module is assessed by exam. The exams take place in November, January, March, May and July.

Because the course is modular clients can start in September, November, February, March and June. It usually takes a year to complete each of the Diplomas. It is quite possible to study at a slower or quicker pace.





## JOINING THE PROGRAMME

### Admissions and exemptions

It is necessary to become a member of CIPS to take examinations and become qualified. You can apply by contacting:

**The Chartered Institute  
of Procurement and Supply**  
 Easton House  
 Easton-on-the-Hill  
 Stamford  
 Lincs. PE9 3NZ  
 Telephone: 01780 756777  
 Fax: 01780 751610  
 email: membership@cips.org  
 web: www.cips.org



### Exemptions

Dependant on your prior learning you may qualify for an exemption to individual study units or even levels. Exemptions are designed to make sure that you do not repeat learning that has already been undertaken and recognised.

You may apply by completing an application form together with a mapping document for the relevant CIPS unit to detail your existing qualification and emailing it to CIPS exemptions department together with payment of £100 Mapping document templates and further information is available at:

<https://www.cips.org/en/qualifications/about-cips-qualifications/exemptions/>

### Examination Information

All CIPS examinations are run nationally. Clients enter themselves for the examinations by the closing dates set out below. The exam fee is currently £116 to be paid directly to CIPS. If we can be of assistance with exam booking please let us know.

Exam Date	Exam Entry Closure
November 2018	Friday 21 September
January 2019	Friday 9 November
March 2019	Friday 1 February
May 2019	Friday 22 March
July 2019	Friday 31 May





## TEACHING, LEARNING AND ASSESSMENT

### Course delivery

Our programme consists of a combination of interactive teaching that introduces fresh content and workshops that focus on quizzes, case studies and exam technique. We provide feedback on all submitted practice papers and online access to the e-learning area of our website which contains comprehensive slides and other support materials from each teaching session.

We also offer

- Skype catch up tutorials for clients where circumstances mean they are unable to attend a session.
- A pass guarantee – which means if anyone is unfortunate enough not to be successful in an exam (our pass rates are around 95% by the way!) we will continue to tutor them until they are!
- A Saturday revision session for each module.



### Teaching methods, assessment and feedback

We are absolutely committed to providing the very best service we can and have the appropriate structure and resources in place to do so. We offer a pass guarantee - which means if anyone is unfortunate enough not to be successful in an exam we will tutor them until they are!

In the unlikely event that a class ceases to be viable, we will arrange completion of your course through you joining another group, transferring to another centre, or through open/distance learning.

The course consists of a combination of: interactive teaching that introduces fresh content; workshops that focus on exam technique; unlimited feedback on all submitted practice papers; online access to the e-learning area of our website which contains comprehensive slides and other support materials from each teaching session.

To increase their chances of success clients will also need to complete work outside the taught sessions. We ask clients to read and make notes on the relevant chapters to be studied in the upcoming sessions. Each week we set 'homework' based on past exam papers and on which we provide feedback via email or telephone.

### Learning Resources.

We have a lending library which is open during each drop in session and from which course booklets can be borrowed for the duration of the module – a facility which is particularly popular with our self funding clients. We are also working toward having the recommended text books for each module - which again clients are able to borrow from our library. Our e-learning area of our website contains slides from all teaching sessions



## Teaching Timetable 2018/2019

You can study for the CIPS Certificate in Procurement and Supply Operations using live video conferencing. The teaching schedule is -

Module	Weekdays 6.30pm – 8.30pm		Exam Date w/c
	From w/c	To w/c	
NC4 Procurement and supply administration	10.09.18	05.11.18	12.11.18
NC5 Procurement and supply stakeholders	10.09.18	05.11.18	12.11.18
NC1 Procurement and supply principles	18.02.19	06.05.19	13.05.19
NC2 Procurement and supply functions	18.02.19	06.05.19	13.05.19
NC3 Procurement and supply processes	20.05.19	08.07.19	15.07.19

You can study for the CIPS Advanced Certificate in Procurement and Supply Operations at Russell Square, Milton Keynes, Welwyn Garden City and Hemel Hempstead. The teaching

Module	Weekday eves 6.30pm – 8.30pm		Exam Date w/c
	From w/c	To w/c	
AC4 Inventory and Logistics Operations	10.09.18	05.11.18	12.11.18
AC5 Procurement and Supply Relationships.	10.09.18	05.11.18	12.11.18
AC1 Procurement and Supply Environments	18.02.19	06.05.19	13.05.19
AC2 Procurement and Supply Operations	18.02.19	06.05.19	13.05.19
AC3 Procurement and Supply Workflow	20.05.19	08.07.19	15.07.19



## Teaching Timetable 2018/2019

You can study for the CIPS Level 4 Diploma in Procurement and Supply at Russell Square, Milton Keynes, Welwyn Garden City and Hemel Hempstead. The teaching schedule is -

Module	Weekday afternoons or evenings 6.30pm – 8.30pm		Exam Date w/c
	From w/c	To w/c	
D5 Managing Contracts and Relationships in Procurement and Supply	10.09.18	05.11.18	12.11.18
D1 Contexts of Procurement and Supply	19.11.18	14.01.19	21.01.19
D2 Business Needs in Procurement and Supply	28.01.19	25.02.19	05.03.19
D4 Negotiating and Contracting in Procurement and Supply	11.03.19	06.05.19	13.05.19
D3 Sourcing in Procurement and Supply	20.05.19	08.07.19	15.07.19

You can study for the CIPS Advanced Diploma in Procurement and Supply at Russell Square, Milton Keynes, Welwyn Garden City and Hemel Hempstead. The teaching schedule is -

Module	Weekday evenings 6.30pm–8.30pm		Exam Date w/c
	From w/c	To w/c	
AD1 Management in Procurement and Supply	10.09.18	05.11.18	12.11.18
AD2 Managing Risks in Supply Chains	19.11.18	14.01.19	21.01.19
AD4 Category Management in Procurement and Supply	28.01.19	25.02.19	05.03.19
AD3 Improving the Competitiveness of Supply Chains	11.03.19	06.05.19	13.05.19
AD6 Operations Management	20.05.19	08.07.19	15.07.19

You can study for the CIPS Professional Diploma in Procurement and Supply at Russell Square, Milton Keynes, Welwyn Garden City and Hemel Hempstead. The teaching schedule is -

Module	Weekday evenings 6.30pm–8.30pm		Exam Date w/c
	From w/c	To w/c	
PD5 Programme and Project Management	10.09.18	05.11.18	12.11.18
PD1 Leadership in Procurement and Supply	19.11.18	14.01.19	21.01.18
PD2 Corporate and Business Strategy	28.01.19	25.02.19	04.03.19
PD3 Strategic Supply Chain Management	11.03.19	06.05.19	13.05.19
PD4 Supply Chain Diligence	20.05.19	08.07.19	15.07.19



## CENTRE/ LEARNER CONTRACTS

Policies and procedures related to each of the areas below are available on the client login area of our website .

### **Fees**

Please make payment of fees, before or at the very beginning of the course or module you are studying.

### **Attendance and participation**

Clients who attend regularly are generally successful in their studies. Because of this clients are expected to attend classes as much as possible. Clients who don't attend regularly or properly complete work given to them may not be eligible for our pass guarantee.

### **Conduct and behaviour**

A key assumption is that clients conduct themselves in a way that is not harmful or offensive to the work and the good order and good name of Central Business School and its clients.

### **Health and Safety**

Ensuring the health and safety of clients, staff and visitors is one of our highest priorities and we undertake to provide a safe environment and safe systems for all. Being safe involves the cooperation of everyone and we ask all on our premises take reasonable care for the health and safety of themselves and others.

### **Equality and Diversity**

We are committed to providing a positive learning and working environment where all members of the community are treated with dignity and respect. We will address discrimination, harassment and victimisation on the grounds of gender, race, disability, age, sexual orientation, religion and belief, socioeconomic background or any other relevant factor.

### **Compliments and complaints**

We're always pleased to receive feedback – especially if its about good aspects of your time with us ! We also recognise that there may be circumstances where you may not be satisfied with a specific experience. The complaints procedure provides for complaints to be dealt with as far as possible on an informal basis. It also sets out the formal route for consideration of complaints if informal procedures fail to satisfactorily resolve any issue including the involvement of CIPS.

### **Appeals**

Our appeals policy is in place to protect clients against an unfair academic outcome or assessment. It also sets out the appeal mechanism for dealing with unexpected circumstances that have affected clients academic outcomes or where clients have study with Central Business School has been discontinued.

### **Money back guarantee**

It is in nobody's interest for you to enrol on a course that is unsuitable for you. Our refund policy is in the client login area of the website but briefly during a 15 day period after enrolment we will give you a full refund less any costs, for example registration fees, we have incurred on your behalf



## ➤ LEARNER SUPPORT

### Learner Support Policy

We pride ourselves in caring for our clients and strive to do our level best to make sure each one succeeds - whatever barriers they face. If you have any learning support needs please let us know at the earliest opportunity so we can make the appropriate adjustments and put any support that is needed in place. David Morton is the first point of contact for learner support. Please ring him on 07775 906024 or email him at davidm@centraleduc.com During each module learning reviews are timetabled within the course programme so that clients can review progress and identify any areas where additional support might be needed.

### Reasonable Adjustments

Central Business School are committed to accommodating the needs of disabled clients, employees and job applicants by making reasonable adjustment to our criterion, practice and provision and to the physical features of our premises. Making reasonable adjustments includes : adjusting the way things are done ; adjusting physical features of the premises and providing extra equipment. Our policy is available on the client log in area of our website.

### Learner Engagement

At Central Business school we seek to continuously improve and to fully involve clients in our quality assurance systems. At the end of each module or course we seek feedback from every client about what we are doing well and how we can do to further strengthen our offer. Feedback includes questionnaires and group and individual feedback meetings.



## ➤ CIPS INFORMATION

### Why become a CIPS member ?

CIPS membership brings a range of benefits designed to support your professional development, helping you and your organisation achieve all-round excellence in procurement and supply. These benefits include:



#### ▶ Exclusive access to professional news and resources

As a member, you'll have access to a range of authoritative professional resources. For example, you can take advantage of:

- CIPS Knowledge about procurement and supply techniques and issues
- Online Continuing Professional Development scheme to keep your knowledge and skills up-to-date
- CPD programmes and qualifications access a comprehensive, industry-recognised programme of study and qualifications.
- Professional news, daily email alerts and RSS feeds through Supply Management website
- Purchasing Managers Indices (PMI)



#### ▶ Member newsletter

Exclusive access to professional networks

You'll also be able to build connections with like-minded procurement professionals through dynamic networking opportunities. These include:

- A wide range of training courses, seminars and conferences
- CIPS branch events where you can network and attend seminars and workshops
- Online procurement communities
- Special interest groups



#### ▶ Everyday support, guidance and benefits

CIPS offers benefits and expert guidance to help you achieve maximum effectiveness in your everyday work. For example, CIPS provides :

- Discounts on study packs and access to relevant business texts to support your professional studies and development
- A CIPS helpline for legal advice that is accurate, authoritative and free of charge
- Discounts on training events, workshops and conferences designed to sharpen your competitive edge
- Access to 1,000 business lounges and offices when you're on the move



# MOVING THINGS FORWARD

If you are interested in studying with Central Business School and would like to find out more, contact us:

+44 (0)1908 698 848  
or email [admissions@centraleduc.com](mailto:admissions@centraleduc.com)

